

## FULL MANAGEMENT SERVICE - COMMISSION 18% (15% plus VAT)

When given the written permission of the landlord our full management service will include:-

- ✓ The property will be placed on our comprehensive marketing rental list, copies of which are available in all sales offices as well as our rental branches.
- ✓ We will commence our high profile and extensive advertising campaigns, including our own and leading websites such as Zoopla, OnTheMarket and Primelocation.
- ✓ We will automatically arrange for a 'TO LET' board to be erected on instruction and to re-advertise the property unless you instruct otherwise.
- ✓ Prospective tenants will be accompanied to view the property by professional and experienced staff.
- ✓ Comprehensive reference and credit checks, via an independent referencing agency will be obtained for the prospective tenants.
- ✓ A full inventory will be provided for your property including a condition report.
- ✓ We will carry out the required gas, electric and water meter readings as well as notifications to the provided suppliers and council tax department at the start and end of each tenancy.
- ✓ A landlords gas safety certificate will be obtained and maintained for the property, which is required by law. (The fee for this is payable by the landlord.)
- ✓ An EPC (energy performance certificate) will be obtained and made available for the property, required by law. (The fee for this is payable by the landlord.)
- ✓ A bond will be obtained equivalent to one months rental plus £100.00.
- ✓ We will register the tenancy with the Tenancy Deposit Scheme (TDS) within the required 30 days of the tenancy start date.
- ✓ Initial set up costs equivalent to one and a half weeks rental plus VAT for the legal documents, tenancy registration with TDS, our advertising, the completion of a comprehensive inventory and a tenancy agreement is payable by the landlord once a tenant is secured.
- ✓ The tenancy agreement will be for a minimum term of six months and will continue on a month to month basis beyond the six month tenancy unless otherwise instructed.
- ✓ Rent will be collected on a monthly basis and accounted to the landlord by the Bank Automated Clearing System (BACS).
- ✓ The property will be inspected between every ten and fourteen weeks for the duration of the tenants term at the property, with a follow up and comprehensive report then issued.
- ✓ Tenants are responsible for contacting us in the event of any breakdowns or repairs needed at the property, when our internal maintenance departments will deal with the issue on the landlords behalf via approved or preferred tradesmen.
- ✓ When a tenant vacates the property, it will be inspected with our inspection both incorporating and utilising our comprehensive inventory. If there is damage, breakages or if the property requires cleaning this will be attended to and charges will be deducted from the bond held (fair wear and tear accepted), once agreed by both parties. In instances where both parties do not agree to potential deductions, the amount of the bond in question will be dealt with using the TDS procedure that has to be followed and the 'undisputed' amount return to the tenant or sent to the landlord whichever is applicable.